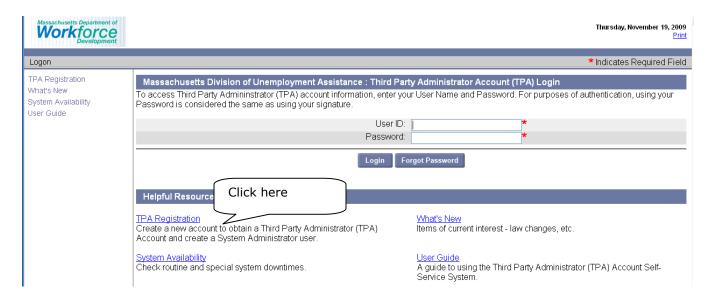
TPA REGISTRATION

Introduction	If you are an agent authorized to conduct business on behalf of an employer who is registered with the DUA, you must register yourself with the DUA as a Third Party Administrator (TPA). Registration is required, even if you are an existing TPA already conducting business with the DUA. Please follow the step by step instructions below for registering as a TPA. If you are a TPA operating with employees working or living within Massachusetts, you must register as an employer with the DUA using the process for registering employers.
Helpful Hints	The person completing the registration process for your TPA account will be the System Administrator for the account and will have access to all information in the account. The system administrator will be able to view information, make changes, complete transactions, and give online access to other users in this account. Therefore, the person chosen to register the account should be a highly trusted representative of your firm.

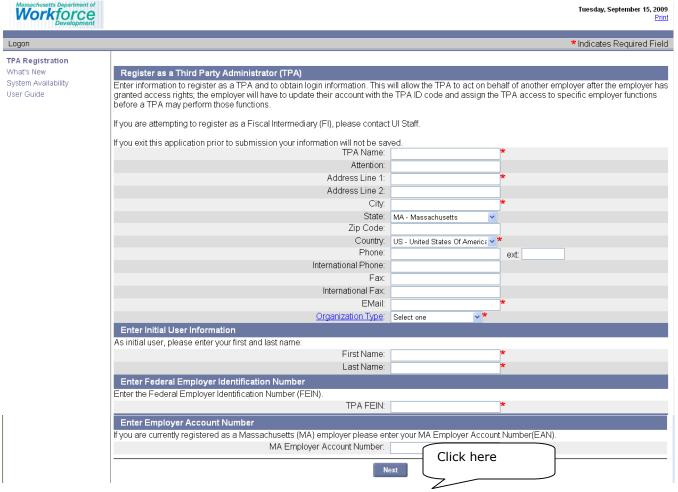
Step-by-Step Instructions:

- 1. Go to the Massachusetts Unemployment Insurance webpage at www.mass.gov/uima
- 2. Click on the link for Agent login.
- 3. The following webpage will appear. Click on the link 'TPA Registration'.



4. The following page will appear. Enter the information necessary to complete registration and continue to click 'Next' to continue with registration.

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4. After you have entered all the necessary information, you will be asked to confirm your submission. Click on 'Submit' to confirm.



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5. Upon confirmation, a page will be displayed with your TPA account ID and username/password to access the system. The registration process is complete. From here you can click on the link 'Login' if you wish to access the system. Please refer to the section 'Logging In and Navigation' for instructions on logging in.

NOTE: You will receive a letter by U.S. mail confirming your registration. You may also print this page for your records and/or continue with the login process.

